



## TEACH-OUT PLAN (WITHOUT TEACH-OUT AGREEMENT)

This plan has been developed in accordance with the requirements of the Pineville Beauty School's accrediting agency, the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS), in order to ensure that all enrolled students shall have an equitable opportunity to complete their educational program in the event the Pineville Beauty School should cease its operations and no longer offer instruction.

In the event that a decision is made that it should cease operations, the Pineville Beauty School shall immediately:

1. Satisfy any outstanding financial obligations to Local, State, or federal providers of financial aid.
2. Place all relevant information regarding the closure on the Pineville Beauty School's website and all social media customarily used by the institution.
3. Comply with applicable State and Federal laws regarding record maintenance.
4. Provide the following information to all enrolled students:
  - a. Pro-rata refunds of tuition received, as it has been determined that there are no accredited institutions within fifty (50) miles of the Pineville Beauty School or with which it would otherwise be practicable to enter into a Teach-Out Agreement.
  - b. Contact information of the custodian of the Pineville Beauty School's files and the address of where those files will be kept.
  - c. A copy of the NACCAS "How to Locate an Accredited Institution Within Your Field of Study" document.

No later than (a) thirty (30) days prior to a planned closure, or (b) fifteen (15) days following an unplanned closure or other Teach-Out Event (as defined by NACCAS), the Pineville Beauty School shall provide the following information to NACCAS:

1. A list of all currently-enrolled students to include the arrangements made for each student on the list.
2. Contact information of the custodian of the Pineville Beauty School's files and the address where those files will be kept.
3. Copies of all notifications from the Institution to its students related to the institution's closure or teach-out options to ensure the information accurately represents student's ability to transfer credits and/or clock hours.

School Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Michelle Day*

12-6-2024